

**INSPECTION
REPORT
NARRATIVE**

The narrative section of the inspection report must be accurate, precise and descriptive enough to clearly identify any noncompliant item (NCI).

Organize notes

Prior to writing the narrative section:

- organize your inspection notes
- group observations under headings

Note: The Checklist for Animal Care Inspection Report sheet may be used (see page 7.2.4).

Check off each item as you cite it in the inspection report.

Narrative appearance

The narrative section should be neat and orderly:

- skip a line between Categories, citations and/or other information
- underline, capitalize or bold a heading or important information to make it stand out

Narrative content

The narrative section should contain: (see page 7.2.3)

- date of last inspection
- locations inspected
- name(s) of person(s) accompanying you on the inspection
- animal inventory with individual species and numbers
(optional)

- ▶ dogs and cats- differentiate between adults (A) and puppies (P) or kittens (K).

NOTE: Animals 16 weeks or older are counted as adults.

- ▶ nonhuman primates-list species and number of each species
- ▶ elephants-list elephants' names

NOTE: The Animal Inventory for All Animals Inspected sheet **must** be completed and attached to each inspection report (see Section 9.1).

- a detailed description, using complete sentences, of any noncompliant items identified on the inspection

- documentation of information, either verbal or written, given to a licensee or prospective licensee, such as:
 - ▶ proposed changes in regulations/standards
 - ▶ Animal Care Policies

NOTE: Licensee should be informed of an Animal Care Policy relating to his/her facility before enforcement or citation as an NCI. Discuss the Policy with the licensee and note that the Policy was discussed with the licensee on the inspection report. Cite the NCI on the next inspection, if appropriate, as a Category III.
- other information pertinent to the inspection

The narrative section should **NOT** contain:

- personal comments about the facility
- comments on public complaints
- recommended compliance action
- administrative messages to the Regional Office

NOTE: The inspection report is a legal and a public document. It may be requested by the public or used in a court proceeding.